The Faulkner Hospital.

RULES OF THE TRUSTEES.

I. Regular meetings of the trustees shall be held on the third Friday of each month, at 4 o'clock P.M., at the hospital, unless some other hour or place is designated by the president. Special meetings may be called at any time by the president. The members shall be notified of all meetings by the secretary, and except in cases of emergency, at least twenty-four hours' notice shall be given.

II. The secretary shall notify in writing, one week in advance, the physicians and the members of the visiting committee, of the beginning of their respective terms of service.

The Visiting Committee.

The visiting committee shall comprise one member of the board of trustees and one member of the corporation not on the board of trustees, who shall serve for a period of two months. The term of a member of the corporation shall begin on the second month of service of the trustee, so that each trustee shall serve with two members of the corporation. It shall be the duty of the visiting committee to visit the hospital at least twice each month during their term of service and to inspect the hospital and its workings and to communicate any suggestions or recommendations to the president, who shall report them to the trustees at their next meeting.

Surgical and Medical Service.

I. The surgical service shall be under the charge of a surgeon, who shall be appointed by the trustees, and who shall have authority to appoint a substitute.

II. The medical service shall be under the charge of four physicians resident within the limits of the old town of West Roxbury, who shall be appointed by the trustees. Their respective terms of service shall be three consecutive months, and the order of service shall be arranged by the trustees. The trustees shall also appoint an advisory physician.

III. The attending physicians and surgeons shall have the charge of all patients admitted to the hospital, except as provided in section VIII., following.

IV. Physicians and surgeons during their attendance at the hospital are expected to make such visits as shall in their judgment be necessary, but they shall be responsible to the trustees for the proper discharge of their duties, and the superintendent shall report at once all cases where, in her opinion, patients have been neglected.

V. Each surgeon and physician shall keep proper records of all cases under his care. Physicians attending private cases shall be required to fill out a brief history for the use of the superintendent in making out her annual report.

VI. Attending physicians may call in consultation the advisory physician, or may call on any other physician, provided it is done without expense to the hospital.

VII. The treatment of free patients and of other patients not otherwise provided for shall devolve upon the attending physicians or surgeons without compensation. In case a patient on the medical service requires surgical treatment in the opinion of the attending physician then on service, such case shall, at the request of the attending physician, be examined by the surgeon or his assistant, and if in their opinion it is a proper case for transfer, they shall sign a blank to that effect. Transfers from the surgical to the medical side shall be made in a similar manner.

VIII. Physicians within the limits of the old town of West Roxbury, who are members of the Massachusetts Medical Society, together with the surgeon and the advisory physician of the hospital, will be permitted to operate upon and to attend patients in the hospital who pay special rates for board, and who have been admitted to the hospital in the usual way. Such physicians shall have the right to call in consultation any other physician without expense to the hospital. Regular service will take precedence of private work in the use of the operating room. Cases involving transfer from the regular attendance to the care of another physician shall be decided only by the surgeon and advisory physician. Private patients who are permanent residents within the limits of the old town of West Roxbury may employ any physician or surgeon who is a member of the Massachusetts Medical Society without regard to his residence, subject to the approval of at least two of the trustees.

IX. Any physician resident within the limits of the old town of West Roxbury, who is a member of the Massachusetts Medical Society, may bring a patient to the hospital for operation and may have the use of the operating room, instruments, and also the necessary nurses and appliances, paying for the same a fee, the amount of which shall be assessed by the superintendent, and which shall in no case be less than five dollars. Patients may be admitted under this rule only by the consent of the superintendent, and shall not be allowed to remain in the hospital after recovering from ether. In all such cases the hospital assumes no responsibility.

X. Any question arising in regard to the surgical or the medical service not covered by the above rules shall be referred to the surgeon and advisory physician for settlement, and if it is in their opinion advisable, to the trustees for final decision.

Patients.

I. Applications for admission to the hospital must be made to the superintendent on an application blank, signed by a physician. The physician signing the blank will consult by telephone, or otherwise, with the hospital. The rate of board will be settled by the superintendent, subject to the approval of the trustees. Application blanks will be furnished on request by the superintendent.

Any applicant for the charities of the hospital must be resident within the limits of the old town of West Roxbury and must be recommended by a physician. In doubtful cases, the physician applied to shall confer with the superintendent.

II. Patients having venereal diseases shall not be admitted to the hospital.

III. Incurable diseases shall be admitted only for reasons satisfactory to the surgeon or advisory physician, and with the consent of a trustee. Cases of contagious diseases and of insanity shall not be admitted.

IV. Obstetrical cases may be received, subject to the approval of the superintendent.

V. Private patients shall be required to make weekly payments in advance, or they shall be required to provide a satisfactory guarantee for the payment of all charges. Otherwise they shall be notified that they are liable to be discharged.

VI. Private patients are expected to pay their physicians for their attendance, the hospital being responsible only for their general care and nursing; but the hospital will provide attendance for such patients as are unable to pay more than the regular hospital charges.

Visitors.

I. Patients may be visited by their friends on any day between three and four o'clock, P.M. No visitor shall remain after the visiting hour expires. At any other time special admission must be obtained from the physician in charge of the case, or, in his absence, from the superintendent. The physician, or the superintendent in his absence, may at any time exclude visitors from any patient or may limit the time of their visit, when it seems advisable for the patient's welfare. No more than two visitors shall be allowed to visit any patient at the same time.

II. Visitors will not be allowed to give food or drink of any kind to any patient without express written permission from the physician attending the case. Such articles brought for any patient shall be left in charge of the superintendent or nurse.

Superintendent.

The superintendent of the hospital shall be an educated and skillful nurse, capable of taking charge of the hospital under the

direction of the trustees, and of instructing pupils in nursing. She shall have a training in hospital work at least equivalent to that furnished by the hospital training schools. She shall have the whole responsibility for the conduct of the hospital under the direction of the trustees, according to such rules as she may find it necessary to prescribe, and as may be approved by the trustees. She shall act as the superintendent of the training school and registrar of the directory of nurses, and shall have the appointment of the cook and of the other female servants, the pupil nurses and the assistant nurses, subject to the approval of the trustees, and the power to discharge them. She shall not expend any money or contract any debt without the authority of the trustees. She shall keep a record in detail of all the money received and disbursed by her, which shall be open at all times to the inspection of any trustee, and she shall render monthly to the trustees a full account of all her receipts and expenditures.

She shall keep an accurate account of bedding, table and other furniture, shall take charge of all money and other property, not in use, belonging to patients, and keep a record of the same, and shall deliver it to the patients upon their leaving the hospital, taking receipts therefor. She shall, when a patient dies, furnish the trustees with an inventory of all his effects, and the trustees shall direct their disposal.

Engineer.

The engineer shall have charge of the fires and the grounds and shall assist in the heavier work of the hospital. In all inside work he shall be under the direction of the superintendent.

Transportation.

All applications for the transportation of patients must be made to the superintendent, and transportation shall be furnished free only to such patients as are unable to pay for the same.

Vote of the trustees — that until further action by the trustees, four beds in the men's open ward, at $14 per week, and three private rooms at not less than $21 per week, be open for the reception of patients resident outside the limits of the old town of West Roxbury, subject in each case to the approval of two trustees. The attending physicians of such patients must be members of the Massachusetts Medical Society, but their residences shall not be restricted.

It is understood that when such patients are on the convalescent list, they will be called on to vacate their beds if there is a demand for the beds from patients who are residents of the old town of West Roxbury or who have been admitted on application of physicians and surgeons who are residents therein, or of the hospital staff.

July 1, 1903.